



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING **Thursday 7 April 2022**

Commencing at 4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

CORRIGIN BUSH FIRE ADVISORY COMMITTEE
TERMS OF REFERENCE
Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Bush Fire Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be:

- The President of the Shire of Corrigin.
- The Chief Bush Fire Control Officer (CBFCO).
- The Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A Representative from Department of Fire and Emergency Services (DFES) Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCO and the Deputy Chief Bush Fire Control Officer.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act

1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in April or May and October or November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 4.10pm, and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated, and paid respect to Elders past and present.

The President would like to acknowledge and thank the FCO's and the volunteer brigade members for the efforts during the fires and assisting with the recovery process.

2. ATTENDANCE

Shire President	Cr Des Hickey
Chief Executive Officer	Natalie Manton
Executive Support Officer	Kirsten Biglin
CESM	Jason Carrall
Bushfire Risk Planning Coordinator	Ty Cook
DFES	Blake Howford (4.15pm)
Bush Fire Control Officers	Greg Evans
	Sandow Jacobs
	Tim George
	Steven Bolt
	Tony Guinness
	Andrew Szczecinski
	Bruce Talbot
	Juan Baker
	Craig Poultney

APOLOGIES

Kim Courboules
Garrick Connelly
John Hewett
Adam Rendell
Bruce Mills
Paul McBeath
Greg Doyle
Braden Grylls
Craig Jespersen

3. PREVIOUS BUSH FIRE ADVISORY COMMITTEE MEETING AND BUSINESS ARISING FROM MINUTES

3.1. CONFIRMATION OF PREVIOUS MINUTES

Moved: Andrew Szczecinski Seconded: Tony Guinness

That the Minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on Thursday 7 October 2021 (Attachment 3.1) be confirmed as a true and correct.

Carried

4. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

4.1. RADIO SERVICING

- Jason will be going through an independent contractor instead of DFES to get the radios serviced this year, so that they get done in a timelier manner.
- Looking at booking to get them done in early September, October.
- Tim George – Change of Vehicle.
- Jason to send email to create list of who needs servicing.
- Contractors will be sent out to a convenient location for the farmer (in town, fire shed or on farm).

4.2. FUEL ALLOCATION

As at 31/02/2022, the remaining funds are as follows

Bilbarin BFB - \$605.75

Bullaring BFB - \$0

Corrigin Central BFB - \$774.97

Bulyee/Kunjjin BFB - \$1000

Corrigin East - \$150.04

- FCO were reminded to collect their allocations by 30 June 2022. ESO will send out further reminders via SMS.
- ESO will looking alternative ways to make fuel allocations easier to distribute between FCO's.

4.3. PAPER INCIDENT REPORT FORMS

- FCO's reminded to fill out forms correctly and also that they are able to electronically lodge an incident through DFES portal. ESO to confer with Jason.
- ESO/Jason to order more IRS forms and permit books.

5. ELECTION OF OFFICERS

Chief Fire Control Officer

Recommendation 1

Moved: Steven Bolt **Seconded: Bruce Talbot**

That Greg Evans be appointed Chief Bush Fire Control Officer for 2022/23.

Carried

Deputy Chief Fire Control Officer

Recommendation 2

Moved: Greg Evans **Seconded: Sandow Jacobs**

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2022/23.

Carried

Fire Control Officers

Andrew Szczesinski and Tony Guinness announced their retirement as Fire Control Officers and did not seek renomination. The meeting attendees thanked them for their years of service.

Tony Guinness nominated Michael Cousins as his replacement on the Bulyee/Kunjil Brigade. Michael Cousins declined nomination.

Recommendation 3

Moved: Sandow Jacobs **Seconded: Craig Poultney**

That the following people be appointed as Bush Fire Control Officers for 2022/23:

Carried

Bilbarin Brigade

Sandow Jacobs	PO Box 37	Corrigin	9065 2042	0427 652 042
Bruce Mills	Post Office	Corrigin	9062 9012	0428 956 779
Steven Bolt	PO Box 226	Corrigin	9065 2043	0427 652 043
Paul McBeath	PO Box 87	Corrigin	9062 9024	0427 629 024

Bullaring Brigade

Juan Baker	PO Box 305	Corrigin		0427 378 970
Greg Evans	Post Office	Bullaring	9065 7021	0429 657 021
Greg Doyle	PO Box 109	Corrigin	9880 9048	0427 809 044
Craig Jespersen	PO Box 18	Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71	Corrigin	9063 7014	0429 883 799

Bulyee/Kunjil Brigade

John Hewett	PO Box 239	Corrigin	9063 2480	0427 632 480
Braden Grylls	PO Box 115	Corrigin	9065 8006	0428 658 048
Craig Poultney	PO Box 267	Corrigin	9062 9130	0427 454 002

Corrigin East Brigade

Tim George	PO Box 159	Corrigin	9065 5045	0427 655 045
Kim Courboules	PO Box 79	Corrigin		0427 632 624
Bruce Talbot	PO Box 75	Corrigin	9063 2132	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26	Corrigin	9063 2956	0488 632 107
Adam Rendell	PO Box 200	Corrigin	9063 2291	0427 632 291
Natalie Manton	PO Box 221	Corrigin	9063 2203	0427 425 727
Jason Carrall				0448 494 027

Fire Weather Officers

Recommendation 4

Moved: Tony Guinness Seconded: Tim George

That the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell be appointed as Fire Weather Officers for 2022/23.

Carried

Harvest Ban Officers

Recommendation 5

Moved: Tim George Seconded: Greg Evans

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Juan Baker (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable) as authorised Harvest Ban Officers for 2022/23.

Carried

Training Officer

Recommendation 6

Moved: Steven Bolt Seconded: Sandow Jacobs

That Jason Carrall be appointed as Training Officer for 2022/23.

Carried

Dual Fire Control Officers

Recommendation 7

Moved: Craig Poultney Seconded: Andrew Szczecinski

That the following people be appointed as Dual Fire Control Officers for 2022/23

Dual Fire Control Officers

<i>Quairading Shire</i>	<i>Bruce Mills, Craig Poultney</i>
<i>Wickepin Shire</i>	<i>Craig Jespersen, Greg Doyle</i>
<i>Bruce Rock Shire</i>	<i>Sandow Jacobs, Tim George</i>
<i>Narembeen Shire</i>	<i>Tim George</i>
<i>Kondinin Shire</i>	<i>Bruce Talbot, Tim George</i>
<i>Kulin Shire</i>	<i>Greg Doyle, Bryce Nicholls</i>
<i>Pingelly Shire</i>	<i>Greg Evans, Braden Grylls</i>
<i>Brookton Shire</i>	<i>Braden Grylls, Greg Evans</i>

Note: Bruce Rock does not appoint Dual Fire Control Officers. The Shire of Corrigin Bush Fire Advisory Committee (BFAC) considers it appropriate to continue to recommend to Council that Dual Fire Control Officers be appointed to all neighbouring local governments.

Carried

6. GENERAL BUSINESS

6.1. BUSH FIRE RISK PLANNING COORDINATOR

Welcome Ty Cook, as the newly appointed joint Bushfire Risk Planning Coordinator for the Shires of Corrigin, Kondinin and Dumbleyung.

Ty gave a brief overview on the Bushfire Risk Management Plan that he will be developing for the Shire of Corrigin. Ty answered some questions from the FCO's regarding grants, reserves and areas/properties that present risks to the community.

6.2. FIRE REPORTS

Aside from major February fires, only minor header fires and lightning fires reported over the bushfire season.

6.3. NEW CENTRAL BRIGADE TRUCK

Jason has done an induction with the new Central Brigade truck. The truck will be delivered on a flat top truck next week and the old truck will be taken away on the same day.

FCO's to book an afternoon to go through induction of using new truck. All additional equipment added to truck over time is to be removed before it goes back to Perth.

6.4. BRIGADE LISTS

ESO has updated lists. ESO and Jason to follow up and confirm Brigade Captains and Secretaries. Brigade Captain/Secretary must now sign all Applications for new membership.

WhatsApp Groups

The ESO will create various WhatsApp Groups to assist FCO's and allow admin rights to the brigade captains and secretaries only.

Steven Bolt left at 5.21pm.

6.5. VOLUNTEER COVID VACCINATION MANDATE

The State Government COVID mandate was issued on Friday 12 November 2021, requiring all Bush Fire Brigade members to be fully vaccinated by 31 January 2022.

Under Schedule 1, of these Directions it defines a Fire and Emergency Service Worker as;

1. A person who is a member of or a cadet in a Bush Fire Brigade.

All new applicants must now be triple vaccinated. Certificate must be sent to the Shire, uploaded to the DFES Volunteer Hub or sighted by the Brigade Captain/Secretary at the time of signing the application form or they will not be accepted for processing.

6.6. TRAINING

Jason will be arranging a training induction program for new brigade members and also various courses for all volunteer brigade members after the seeding months.

6.7. PERSONAL PROTECTIVE EQUIPMENT

After seeding the ESO and Jason will check trucks for PPE and equipment that needs restocking and replacing after the fires.

FCO's to advise ESO when their brigade meetings are so that PPE stock is available at the fire shed.

6.8. FIREBREAK ORDER 2022/2023

OFFICER'S RECOMMENDATION

Moved: Tony Guinness Seconded: Tim George

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2022/23 be endorsed subject to minor amendments.

Carried

6.9. EASTER SMS MESSAGE

The Shire of Corrigin wishes to advise that no burning is permitted on Good Friday 15 April 2022 and Easter Monday 18 April 2022.

6.10. WHS INFORMATION SESSION FOR LOCAL GOVERNMENTS MANAGING BUSHFIRE BRIGADES

On Wednesday, 9 February 2022, WALGA and LGIS hosted a WHS Info Session for Local Government's that manage Volunteer Bushfire Brigades.

WALGA, LGIS and the Department of Mining, Industry Regulation and Safety (DMIRS) have produced this Question and Answer Summary to address the questions raised at the webinar.

Key takeaways from the webinar were:

- It is the responsibility of everyone to both look after themselves and maintain a safe workplace.
- Local Governments need to do what is 'reasonably practicable' to provide a safe workplace for Volunteer Bushfire Brigades. (See attached Q & A Summary Document)

7. NEXT MEETING

6 October 2022

8. MEETING CLOSURE

The Chairperson, Shire President Cr. D Hickey closed the meeting at 5.45pm.



WHS Information Session for Local Governments Managing Volunteer Bushfire Brigades

Question & Answer Summary

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Key takeaways from the Webinar were:

- It is the responsibility of everyone to both look after themselves and maintain a safe workplace.
- Local Governments need to do what is 'reasonably practicable' to provide a safe workplace for Volunteer Bushfire Brigades.

QUESTION	ANSWER
When will the WHS Act come into effect? Will there be a transitional period?	The Government has committed to the Work Health and Safety laws coming into effect in March 2022. This was delayed from the original January 2022 commencement date. The Government is expected to announce the commencement date in the very near future.
Are Bushfire Brigade volunteers considered 'officers' under the WHS Act?	"An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities." ¹ LGIS has received legal advice that concluded that Brigade volunteers, Chief Bushfire Control Officers, and Community Emergency Services Managers (CESM) roles are not reasonably considered 'officers' under the WHS Act. ²
My Local Government is concerned about our ability to manage and maintain responsibility for our Bushfire Brigade/s. Is there a legal mechanism for Bushfire Brigades to be handed over to DFES and will this be covered in the new Consolidated Emergency Services Act?	WALGA is having ongoing discussions with DFES about potential processes for Local Government to transfer responsibility of Bushfire Brigades to DFES. WALGA understands that there will be a mechanism for Local Governments to transfer management of Bushfire Brigades to DFES, and vice versa, in the <i>Consolidated Emergency Services Act</i> .
Does the new legislation mean that Local Government will have to develop a suite of policy, procedure and safe work instructions	Under the existing Occupational Safety and Health laws, Local Governments already have the duty to ensure safety at the workplace. The duty

¹ WorkSafe, Department of Mines, Industry Regulation and Safety (2021) *Guide: Work health and safety for volunteer organisations*. https://www.dmirs.wa.gov.au/sites/default/files/atoms/files/211103_gl_whsvolunteer.pdf

² <https://digitalmail.marketforcedigital.com.au/t/ViewEmail/r/64A5D5878EEFDB292540EF23F30FEDED/A812D93EC2F53266609F7ED49A76EC23?alternativeLink=False>

QUESTION	ANSWER
<p>for various tasks associated with bush fire-fighting and ensure compliance with those among the volunteer responders?</p>	<p>is limited to those aspects of the employment where the employer is capable of exercising some control.</p> <p>The commencement of the Work Health and Safety laws is an ideal opportunity for Local Governments to review work health and safety measures relating to bushfires.</p> <p>DFES has existing doctrine available for use which can be accessed from the DFES Volunteer Hub.</p>
<p>The majority of our registered volunteer Bushfire responders are farmers who bring their own vehicles and slip on fire appliances to fires. As a Local Government we don't currently control the design or oversee the condition of these vehicles and their slip on units. Is this an exposure to us now?</p>	<p>Everyone has a duty under the WHS Act to act and behave reasonably and safely in a workplace, including farmers and Local Government. Under the WHS Act, duties are limited by the capacity to influence and control a situation, therefore if the Local Government has no or very limited control, it is unlikely the Local Government will be held responsible for what occurs on a fire ground. This will depend upon the circumstances.</p> <p>Local Governments should ensure the safety of their employees and volunteers, including farmers who are registered brigade members so far as is reasonable and practicable.</p> <p>Farmers have a duty of care for their workers to provide safe working vehicles and equipment.</p>
<p>Currently we are not checking if our volunteers are fatigued when they arrive to fight a fire. As an example a farmer may have just completed a long session in the harvester when a fire starts near his property and he responds when the call goes out. We have no visibility of his/ her fatigue levels. Under the new legislation are we exposed in these circumstances should that farmer be injured due to fatigue?</p>	<p>Everyone has a duty under the WHS Act to act and behave reasonably and safely in a workplace. Under the WHS Act, duties are limited by the capacity of a PCBU to influence and control the situation.</p>
<p>Many volunteer Bushfire Brigades are incorporated associations. How will the new WHS Legislation affect these types of Bushfire Brigades, and their members? Are they a PCBU under the legislation? Will there be any additional liabilities for them?</p> <p>Will they still be covered by the Local Government Insurance Scheme?</p>	<p>LGIS is obtaining legal advice on this issue.</p> <p>All Bushfire Brigades that are managed by Local Government are covered by LGIS' Bushfire Volunteers Protection.</p>
<p>DFES's training pathway recommends a minimum level of training for positions within the volunteer Bushfire Brigades. Do Local Governments need to adhere to these standards of training or can they develop their own?</p>	<p>Local Government managed Bushfire Brigades may undertake DFES training, their own training or a mix of the two. Each Local Government and their Bushfire Brigades should determine the appropriate procedures and standards that they put in place to support their Bushfire Brigade volunteers.</p>

QUESTION	ANSWER
<p>Bushfire Brigades elect their own members to positions of Captain, Lieutenants etc. Is there any risk to a Local Government if a Brigade member who doesn't hold the minimum training standards is appointed to one of these positions?</p>	<p>Everyone has a duty under the WHS Act to act and behave reasonably and safely in a workplace. Under the WHS Act, duties are limited by the capacity to influence and control a situation.</p>
<p>Local Government staff are generally not in attendance at bushfires, with the fire suppression activities coordinated and controlled by a Bushfire Brigade volunteer, DFES staff member or DBCA staff member taking on the responsibility of Incident Controller. How can Local Governments ensure that:</p> <p>a) attendees at fire grounds have undertaken the minimum training required;</p> <p>b) that appropriate PPE is being worn; and</p> <p>c) procedures are being followed?</p>	<p>The Incident Controller is responsible for activities on a fire ground, to the capacity that they are able to exercise influence and control over those activities.</p> <p>Everyone has a duty under the WHS Act to act and behave reasonably and safely in a workplace. Under the WHS Act, duties are limited by the capacity to influence and control a situation.</p> <p>Local Governments, and DFES and/or DBCA where a fire ground is under their control, have shared responsibilities to ensure the safety of all personnel participating in fire suppression activities.</p>
<p>What is the Local Governments' responsibility in ensuring that volunteer Bushfire Brigade members do not attempt to suppress a fire where they have not been appropriately trained to combat that type of fire (e.g. long-burning fires in peat soil, structural fires, forest fires, shed fires where chemicals may be stored)?</p>	<p>As a volunteer, if you are aware of a fire or hazard that it outside of your ability and level of training, it is your responsibility to not attend that fire.</p> <p>Local Governments can provide information or training to volunteers on what is reasonable for them to do on fire grounds in accordance with their abilities and knowledge. Appropriate training should be provided where practicable.</p>

Contact Information

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Keep up to date with WHS matters via WorkSafe [here](#).